

POCAHONTAS STATE PARK

APPLICATION FOR GROUP CABIN RESERVATION

NAME OF ORGANIZATION _____

TYPE OF RESERVATION (check one)

ALGONQUIAN ECOLOGY CAMP _____ (Or) (SWIFT CREEK CAMP) GROUP CAMP 3 _____

Weekly, Entire Camp	_____	\$ _____
Nightly, Entire Camp	_____	\$ _____
Nightly, Cabins Only	_____	\$ _____
Daily, Dining Hall Only	_____	\$ _____

Weekly reservations begin at 9:00 am on Monday and end at 3:00 pm on Sunday. Nightly reservations begin at 2:00 pm and end the following day at 11:00 am. Daily occupancy of the Dining Hall Building is from 10:00 am to 10:00 pm. Additional fees will be charged for early arrival or late departure. SPECIFIC UNITS CAN BE REQUESTED, BUT WILL BE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS ACCORDING TO GROUP SIZE AND NEED. Damage to cabins or Dining Halls, not considered normal wear and tear, may be billed to the person registered on an itemized cost basis.

DESIRED DATE OF RESERVATION: Month/Day/Year to Month/Day/Year
First Choice: _____
Second Choice: _____

NUMBER OF PEOPLE: _____ (See capacity allowed in brochure)

APPLICANT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: (home) _____ (Work) _____

The undersigned hereby agrees to accept this application if approved, subject to the terms and conditions as expressed or implied herein and on the attached Guidelines for Group Camp Use Sheet.

SIGNATURE: _____ DATE: _____

Note: Reservations of over \$200.00 require a 25% deposit to hold a reservation. Balance of fees are due 60 days prior to the reservation start date. Reservations of less than \$200.00 require payment in full to confirm the reservation.

Make check payable to: TREASURER OF VIRGINIA. Please add 5 % sales tax.

Reservations may be made one year in advance of the reservation start date. Cancellations must be made at least 30 days in advance to receive a full refund. A \$10.00 cancellation fee will be charged on ALL cancelled reservations.

Reservation Fee:	\$ _____	(please Add Tax)
Deposit Paid:	\$ _____	Date Paid: _____
Balance Due:	\$ _____	Date Due: _____

GUIDELINES FOR GROUP CABIN USE

POCAHONTAS STATE PARK

1. Upon arrival, please report any observed damage or maintenance needs immediately to the park office. Property damage beyond normal wear will be charged to the person to whom the group reservation is made on an itemized cost basis. Please leave the facility in the condition found - brooms, etc. can be found in the storage closets of the Dining Halls. Abuse of park facilities, trees, plants, and/or violations of park regulations may result in eviction and forfeiture of camp fees.
2. There is **NO VEHICLE ACCESS** to Swift Creek Lake from either Group Cabin area.
3. **Tables, chairs, trash cans, or other furnishings are not to be removed from the dining hall** and lodge buildings. Beds and mattresses are not to be moved from their respective cabins.
4. **Smoking is PROHIBITED** in all group cabin buildings.
5. **Fires are permitted only in designated fireplaces or marked fire rings.** Personal fire grills may be used outside, at least 15 feet from any structure. Ecology Camp Fire Ring at Swift Creek is only available by Special Use Permit Application.
6. **Animals are prohibited in all food preparation, food storage, dining, restroom, and shower areas.** Working animals excluded when accompanied by the disabled.
7. **Kitchen equipment may not be used for anything other than it's intended use.** All kitchen equipment should be left clean upon departure. Please clean all areas and empty trash cans into dumpster prior to leaving the area.
8. Pocahontas State Park is not responsible for lost or stolen property. Please keep all valuables in a secure location.
9. **Additional camping units (motor homes, tents, pickup campers, etc.) Are prohibited.** Parking is permitted in designated parking areas only.
10. **All signs must be park approved and free-standing.** Attachment of signs to park buildings, trees, gates, or sign posts is prohibited.
11. Alcoholic beverages are prohibited in the dining hall without a **previously approved banquet permit** from the ABC Board and a Special Use Permit issued by the Park Manager. Copies of both permits must be on file with the park office prior to the reservation start date. Public use or display of Alcoholic Beverages outside of areas listed on the permits is prohibited.
12. **Weekly reservations begin at 9:00 am on Monday and end at 3:00pm on Sunday. Additional fees will be charged for early arrival or late departure, including dropping off supplies and late pick-up of equipment. Nightly reservations begin at 2:00pm and end the following day at 11:00am. Daily occupancy of the Dining Hall Building Only is from 10:00 am to 10:00 pm.**
13. A park issued **Special Use Permit** is required for use of sound amplification equipment for musical instruments. Special Use Permits are also required for activities, equipment, or attendance which exceed the intended capacity or use of the group cabin areas.
14. Please observe **quiet hours** within the camps between 10:00 pm and 7:00 am.
15. **Additional fees will be charged for seasonal activities such as swimming and boating** and are not included with Group Cabin Reservations. Group discounts are available for swimming. Group Cabin occupants are not subject to parking fees.

16. Dead and down trees may be collected for firewood. **Bundled firewood** is available for sale in the campground located just past the office on the main park road.

17. Registration for Group Cabins must be completed by a member of the camping party 21 years of age or older. This person accepts responsibility for the camping party.

Signature of Qualified Registrant:_____

Date of Birth:_____

Group Name on the
Application:_____